

Kent Teaching School Hub
Teaching School partnership co-ordinator for the Appropriate Body Services
Job Description

Location: Bennett Memorial Diocesan School, Culverden Down, Tunbridge Wells, Kent, TN4 9SH. Homeworking flexibility available allowing for majority of work to be completed from home working flexible hours if preferred.

Salary £13,515 pro rata (FTE £21,801)

Contract Term Time plus 2 weeks to be worked flexibly by agreement during school holidays of which one week must be within the last week of the school summer holiday.

Hours 26 hours per week to be mutually agreed. Some flexibility will be required within working times to meet demands of the Hub when required.

Start date 17th April 2023 or as soon as possible thereafter on 18 hours/week moving to 26 hours/week from 1st July. Closing date Wednesday 22nd February 2023.

The successful candidate will be offered a fixed term 1-year contract initially. Depending on the future needs and funding of the Teaching School Hub there is possibility of additional hours, and an extension of contract or the role becoming permanent.

Context of the role:

The Kent Teaching School hub has been accredited by the Department for Education to provide initial teacher training, the Early Career Framework (ECF), an Appropriate Body (AB) service, the National Professional Qualifications (NPQs) and school professional development to schools across East, West and South Kent.

The Appropriate Body service supports schools with the induction of teachers who are in the first two years of their teaching careers (teachers in the first two years of their careers are known as 'Early Career Teachers' or 'ECTs').

The Kent Teaching School hub recognise that a strong induction of ECTs helps ensure that teachers have a secure foundation for a successful career. With this teachers can transform the life chances of the children they teach. Research evidence indicates that ensuring high quality teaching within schools is probably the single most effective thing we can do to promote both overall attainment and equity in society.

The main parts of the AB service include:

- Monitoring of support:
 - Appropriate Bodies check that early career teachers are receiving their statutory entitlements, and that regard is had to the statutory guidance.
 - Appropriate Bodies provide ECF fidelity checks, ensuring schools are supported to provide ECTs with an ECF-based induction.
- Monitoring of assessment of ECTs: Appropriate Bodies make the final decision as to whether the ECT has satisfactorily met the Teachers' Standards at the end of their two year induction period.
- Establishing relationships with schools: The level of support a school might need from its Appropriate Body will vary. Therefore, a central aspect of the work of an AB is to build open and constructive dialogue with schools so

that the best possible support and guidance can be provided. Good relationships are also pivotal for ensuring that schools understand their statutory duties when employing Early Career Teachers.

Summary of key responsibilities

To work under the direction of the Administration Manager for the Kent Teaching School hub to co-ordinate support for the effective delivery of the Appropriate Body Service. This will also involve liaising and communicating effectively with other members of the Kent Teaching School hub team.

- Ensuring the smooth, effective and accurate registrations of all ECTs under our AB service
 - Reading, checking and authorising registrations
 - Checking TRA for prior induction
 - Following up incomplete registrations
 - Checking and completing TRA returns – complying with the DfE reporting deadlines
- Liaising with the ECF Programme Coordinator to ensure all partner schools are on the AB electronic system.
- Managing the checking process to ensure that ECTs on our ECF programme have registered with the AB service
- Maintaining records for contact for schools and the induction programmes they are following
- Coordinate training and support services offered by the hub to schools.
- Maintain and update the AB induction handbooks for ECTs, induction tutors, mentors, and headteachers
- Managing the school visits records/logs for:
 - fidelity checking process
 - reduced induction and accelerated induction
 - Quality Assurance visits
 - identifying schools that require visits and maintaining records and associated paperwork for all of the above
- Delegating the review of Assessments and Progress Reviews to our team of AB reviewers
- Tracking ECTs that may be a cause for concern and ensuring they have support plans.
- Assisting in the data collection required for the hub’s reporting in relation to our Key Performance Indicators (KPIs)
- Evaluation with the Administration Manager and Kent Teaching School Hub Operations Director to review effectiveness of the AB service provided by the hub.
- All of the above should be with due regard to the [Appropriate Body Guidance](#) document.

Person Specification

This person specification is designed to enable potential applicants for this role to determine how fully they currently meet the requirements of the role. It will be used to shortlist applicants and as part of the selection process. **It is not necessary to meet all points listed below in order to apply. We are very keen to hear from applicants who believe they are, in broad terms, a ‘good fit’ for the role as described.**

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE Maths and English or equivalent
EXPERIENCE	<ul style="list-style-type: none"> • Previous administration experience

	<ul style="list-style-type: none"> • Previous PA experience (desirable but not essential) • Operational experience of administrative systems • Experience of working in an educational setting
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and basic spreadsheet and database functions. • Ability to work in an organised and methodical manner and maintain accurate records. • Ability to work with confidential and sensitive information. • Ability to work effectively and supportively as a member of a team. • Ability to organise and prioritise workload to achieve deadlines. • Able to deal professionally, calmly, tactfully and effectively to a wide range of people. • Ability to communicate effectively and in a courteous manner, in person, in writing and over the telephone. • Ability to receive and assess information over the telephone, by email or in person and refer to the appropriate person or source of information. • Ability to investigate queries and anomalies when required. • Ability to operate computerised and manual filing systems and to make improvements where necessary. • Co-ordination skills when arranging meetings and appointments.
KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages and computerised and manual filing systems. • Knowledge of the educational system and knowledge of teacher training systems and requirements (desired but not essential)

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The Kent Teaching School hub is part of the Tenax Schools Trust. We are:

- i) **Committed to safeguarding** and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to vetting checks and a satisfactory enhanced Disclosure and Barring Service check.
- i) **Committed to creating inclusive teams that represent a breadth of backgrounds, perspectives, and skills, and that can provide role models to all students in our communities.** If you think you meet the essential criteria for one of our roles, we would love to hear from you regardless of sex, age, disability status, ethnicity, gender, religion or sexuality. Where possible, we seek to facilitate flexible working opportunities.
- ii) **Committed to ensuring that all applicants can participate fully and with equal access to the selection process** (Any candidate identifying as having a disability, or diagnosed with a neurodivergent condition is encouraged to contact the Teaching School hub to discuss any reasonable adjustments that would enable them to participate fully and with equal access to the selection process).